



Ronald G. Kottka
Chief of Police

Lt. Michael E. Gulley
Operations Lieutenant
Executive Officer

Lt. Donald McCarter
Detective Lieutenant

GRIFFITH POLICE DEPARTMENT

TEST DATES AND LOCATIONS

MANDATORY ORIENTATION MEETING

Date: March 16, 2009
Location: Griffith Senior High School
LGI Room
600 N. Wiggs
Griffith, IN 46319
Time: 7:00 p.m.

PHYSICAL AGILITY TEST

Date: March 28, 2009
Location: Griffith Senior High track
600 N. Raymond St.
Griffith, IN 46319
Time: 10:00 a.m.

WRITTEN TEST

Date: March 30, 2009
Location: Griffith High School
LGI Room
600 N. Wiggs St.
Griffith, IN 46319
Time: Doors open at 6:30 p.m.
Doors are locked at 7:00 p.m.

GUIDELINES:

All candidates will be required to bring a photo ID prior to being admitted into the testing sites. Prior to the Agility Test a liability release form must be signed.

Candidates arriving for the written test will only need to bring a photo ID. We will supply all pencils and paper that might be needed. An outside agency has been contracted to administer the written test. Please be prompt, no one will be admitted to the written test site once the doors are locked at 7:00 p.m.

115 N. Broad Street
Griffith, IN 46319
219-924-7503
219-922-3076 fax



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GRIFFITH POLICE DEPARTMENT

To: All Griffith Police Department Applicants

From: Chief Ron Kottka

Re: Testing and Hiring Procedures

I first want to thank each of you for applying to the Griffith Police Department. We appreciate your interest in our organization and wish you good fortune during the testing process.

The first stage in the testing process is a **MANDATORY ORIENTATION MEETING** scheduled for Monday, March 16, 2009, at 7:00 p.m. The meeting will be held at the Griffith High School LGI Room 600 N. Wiggs Street, Griffith. The entire testing process will be explained, including the physical agility test, written exam, oral interview, eligibility list, and Conditional Offer of Employment. All candidates will be required to show a photo I.D. prior to entry into the meeting room. Failure to attend the orientation meeting will disqualify you from further testing.

The **Physical Agility Test** is scheduled for Saturday, March 28, 2009, at 10:00 a.m. The test will be conducted at the Griffith High School track.. The track is located at 600 N. Raymond, Griffith, IN. The test will be conducted rain or shine. A photo I.D. is required for entry into the test site.

The **Written Test** is scheduled for Monday, March 30, 2009, at 7:00 p.m. The test site will be Griffith High School LGI Room, 600 N. Wiggs, Griffith, IN. The doors will open at 6:30 p.m. and locked at 7:00 p.m. No one will be admitted after 7:00 p.m. The test is scheduled to last two hours. A photo I.D. is required for entry into the testing site.

Candidates who qualify for the oral interviews will be notified by mail of the date, time and location. Candidates who did not qualify for an interview will also be notified by mail.

The \$20.00 application fee that you paid is used to offset the costs associated with administering the different testing segments.

Thank you for your interest in the Griffith Police Department and good luck during your testing.

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GRIFFITH POLICE DEPARTMENT

**Griffith Police Department
Is now accepting applications for
Probationary Patrol Officer**

Applicants must be between 21-35 years of age, have a high school diploma or its equivalent and be able to pass required testing.

Successful candidates must reside in Indiana or do so upon employment start date. Applications may be obtained beginning February 2, 2009 at the Griffith Police Department 115 N. Broad Street, Griffith, Indiana Monday thru Friday, 8:00 a.m. to 4:30 p.m. or on line at www.griffith.in.gov. All applications must be returned by 4:00 p.m. Friday, March 13, 2009. There is a \$20.00 application fee; payable in cash, certified check or money order at the time the application is picked up. If down loaded from the internet payment must be enclosed when application is returned. **Applications will not be processed without payment of application fee.** Study guides will be handed out when applications are returned. Study guides will be mailed out **only** at the discretion of the Chief of Police.

Equal Opportunity Employer

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Griffith, IN 46319
219-924-7503
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GRIFFITH POLICE DEPARTMENT

Application For Employment

Applications will be considered for all positions without regard to race, color, religion, gender or disability.

Sec. 1 PERSONAL DESCRIPTION

A. Name _____
First Middle Last

B. Address _____
Street City State/Zip

C. Home Phone _____ Work Phone _____

D. Age _____ Date of Birth _____
Month Day Year

Note: Indiana Law requires applicants for Police Officer to be between the ages of 21 and 35 years of age. IC#36-8-4-7.

E. Social Security Number _____

F. Native U.S. Citizen _____ Naturalized Citizen _____

G. Height _____ Weight _____ Eyes _____ Hair _____

H. Driver's License Number _____ State _____

Sec. 2 EDUCATION

Please circle years completed and list the names of schools you attended.

Elementary School 5 6 7 8

High School 9 10 11 12

Name: _____

Name: _____

College/University 1 2 3 4

Graduate/Professional 1 2 3 4

Name: _____

Name: _____

Degree: _____

Degree: _____

Other pertinent information concerning scholastic performance including honor societies, scholarships, awards and other academic accomplishments. (You may include those that indicate race, color, religion, sex, origin, age, marital or veteran status or disability)

Describe specialized training, apprenticeship skills and extra-curricular activities

If you need additional space, please continue on a separate sheet of paper

Sec. 3 MILITARY STATUS

A. Are you a United States military veteran? Yes _____ No _____

B. Branch of service you served in _____

C. Date of service: From _____ To _____
Month Year Month Year

D. While serving in the military were you ever arrested for an offense which resulted in trial by deck court or by summary, or by general court martial? Yes _____ No _____

If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information.

E. Are you presently a member of U.S. Reserve or National Guard organizations? Yes _____ No _____

If yes complete the following:

Grade and Service No.

Service and Component

Organization and Station or Unit and Location

Active

Inactive

Standby

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

If you need additional space, please continue on a separate sheet of paper.

BACKGROUND INFORMATION

INSTRUCTIONS: *Please provide us with detailed information in the following areas. Incomplete answers will disqualify your application for further consideration.*

1. Have you ever been arrested for any crime (misdemeanor, felony or Owi included)? Please provide the details below. Be specific. Provide dates; types of convictions; disposition of the case. (Arrest or conviction will not necessarily bar you from employment, give jurisdiction where arrested).

DRIVING RECORD

2. List below all tickets, (except parking tickets), or other driving citations you have received.

3. Describe below any accidents you have had while operating a motor vehicle.

Have you ever had your driver's license revoked/suspended YES _____ NO _____

Have you ever been refused automobile insurance? YES _____ NO _____

If yes to either question explain why below. Use additional space if necessary.

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications learned from employment, or other experiences; are you bilingual/ if so what language?

If you need additional space please continue on a separate sheet of paper

List professional trade, business or civic activities and offices held.

Sec 6 CHARACTER REFERENCE

Give the following information of three character references not related to you.

NAME	ADDRESS	HOME PHONE	WORK PHONE
1.	<hr/>		
2.	<hr/>		
3.	<hr/>		

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment. I hereby authorize anyone of whom request is made to supply to the Town of GRIFFITH information concerning my background in connection with my being considered for employment with the TOWN OF GRIFFITH. I hereby release and hold harmless all parties, including, but not limited to the TOWN OF GRIFFITH, my personal references and my previous employers, from any and all liability for any injury or damage that may result from their furnishing information to the TOWN OF GRIFFITH concerning me or any action the TOWN OF GRIFFITH takes on the basis of such information.

I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that:

- (a) misrepresentation or omission of facts on this application is cause for immediate dismissal;
- (b) I am required to and agree to abide by all rules and regulations as a condition of employment;
- (c) this application is not a contract of employment;
- (d) I understand this application will not be given active consideration ninety (90) days after its submission to the Griffith Police Department.

Signature of Applicant

Date

To: All Police Department Applicants

Subject: Documents & releases required with application

Applicants must attach the following to their police employment application before returning to the Griffith Police Department. Any missing required documents or unsigned releases would result in the application being rejected.

A. Documents

1. Copy of birth certificate.
2. Transcript of high school record.
3. Copy of high school diploma or its equivalent.
4. Transcript of college record (if any college or university certificates, degrees or completion of courses is claimed).
5. Copy of higher education diploma.
6. Copy of Armed Forces DD Form 214 (if military service is claimed).
7. Copy of valid drivers license.
8. A color picture of applicant (wallet size is sufficient).
9. Copy of Social Security card.

B. Releases to be completed and signed by applicant.

1. Form of Consent – General
2. Form of Consent – Selective Service System
3. Form of Consent – Military

C. Bi-lingual

1. If you speak another language, please indicate under Education, Section 4, specialized training, what language(s) you speak fluently.

GRIFFITH POLICE DEPARTMENT PHYSICAL AGILITY TEST

ILEA ENTRY STANDARDS BEGINNING JANUARY 2003

<u>TEST</u>	<u>STANDARDS</u>
Vertical Jump	13.5 Inches
One-Minute Sit Up	24
300 Meter Run	82 Seconds
Maximum Push Up	21
1.5 Mile Run	18 min. 56 sec.

ILEA EXIT STANDARDS BEGINNING JANUARY 2003

<u>TEST</u>	<u>STANDARDS</u>
Vertical Jump	16 Inches
One-Minute Sit Up	29
300 Meter Run	71 Seconds
Maximum Push UP	25
1.5 Mile Run	16 min. 28 sec.

TREMOR TEST

The candidate will be required to hold a department issued revolver, keep the barrel of the revolver inside a 4" circle while squeezing the trigger. The gun must be dry fired six (6) times with the weak hand. The barrel of the gun cannot touch the ring. The candidate is required to dry fire a department issued 12-gauge shotgun five (5) consecutive times with the strong hand and five (5) consecutive times with the weak hand.

WAIVER OF LIABILITY

I, _____, waiver all claims against the Griffith Police Department, the Civil Town of Griffith, the School Town of Griffith, and their employees, from any and all claims, demands, damages, rights of action, present or future, whether the same be known or unknown, anticipated, or unanticipated resulting from or rising out of the applicants' participation in the Griffith Police Department physical ability exam.

Signature _____ Date _____

Witness _____ Date _____

FORM OF CONSENT

Gentlemen:

I am an applicant for employment as a police officer with the Metropolitan Police Department of Griffith, Lake County, Indiana; I hereby consent to your furnishing the Griffith Police Department with the necessary data concerning all information on my military background, service record and status.

Sincerely,

Signature

Military Service Number

Gentlemen:

I am an applicant for employment as a police officer with the Metropolitan Police Department of Griffith Police Department of Griffith, Lake County, Indiana.

I respectfully request that you forward to their Investigations Division any and all information that you may have concerning me, my employment record, or my reputation. Also please release any information that may appear in my personnel file of a non-medical nature. This information is to be used to determine my qualifications and fitness for the position I am seeking.

I hereby release and hold harmless your employer from any liability and damage of whatever nature as a result of furnishing the information requested above.

Sincerely,

Signature

Date

